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Mr. Farmer—

VFV's want to do a good job for you,
But they need your help.
Here are things you can do:

★ Have the work well organized—

Decide on the jobs to be done and who should do them.
Plan each day's work for maximum results.

★ Have everything ready—

Put equipment in good working condition.
Be sure you have enough containers and other supplies.

★ Recognize the needs of your workers—

Have an understanding as to rest, meals, and pay.
Provide necessary sanitary facilities and drinking water.

★ Get rid of working hazards—

Remember, VFV's will not be familiar with conditions on your farm.
Insure against unavoidable accidents.

★ Use your work leader—

See that he understands how you want each job done.
Give your orders to the work leader, to prevent misunderstanding.

VICTORY FARM VOLUNTEERS
Extension Farm-Labor Program
Washington, D. C.
May 1944

YOUR JOB AS A WORK LEADER



Extension Service
WAR FOOD ADMINISTRATION
U. S. Department of Agriculture

START THEM RIGHT



Tell Them Why

Tell the boys and girls about the job before they go to work. Give them the reasons for doing it a certain way. They want to know "why." When the job is explained in advance they make better workers. Get them interested in wanting to do it right. Point out the importance of the job to the war effort.



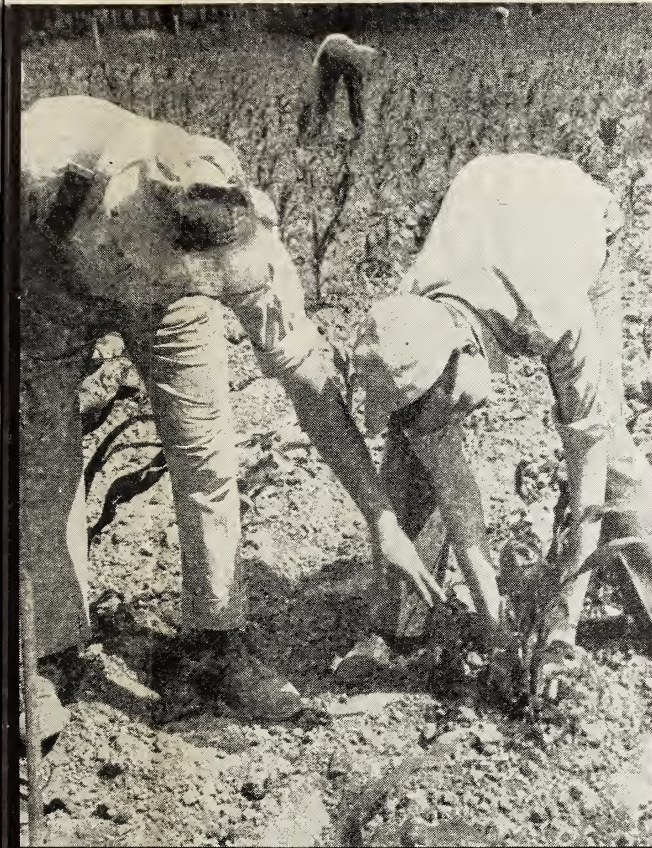
Show Them How

Show them step by step just how you want the job done. Explain each step as you go along. Point out the things that will improve the quality of the product or make the work easier to do. Be sure your instructions are clearly stated and complete.

IF THEY HAVEN'T LEARNED

IT TO

**WORK SAFELY • AVOID WASTE
REDUCE BREAKAGE • SAVE TIME**



Be Sure They Know

Have the workers do the job for you. Have them show you, and tell you the reason for each step. Ask them questions and correct their errors. Continue with each worker until you are sure he knows. Some will learn more quickly than others.

Put Them on Their Own

Let them know they are on their own. Tell them where to go if they need help. Encourage them to ask you questions about their work and not to disturb other workers. Keep in touch with what they are doing. Be ready to help.

ED, YOU HAVEN'T TAUGHT

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Help Youth To Succeed on the Farm Front!

Why Youth Needs Your Leadership!

The Nation needs 5 percent more food in 1944 than the all-time high production of 1943. More food for our fighting forces, more for our allies, more for the liberated peoples, more for the home front. The American farmer stands ready to answer this challenge, even against many war-born obstacles. One of his chief concerns is getting adequate help. Farmers will need 4,000,000 extra farm hands this year, of which 1,200,000 must be young people under 18 years of age.

These young people are anxious to help. They have abundant energy—and a will to succeed. But most of them have never worked on a farm before. Farmers, on the other hand, are not used to handling so much inexperienced help. Many of them have never worked with youth.

Here Is Your Job!

You, as a work leader of Victory Farm Volunteers have an important war assignment. It is to help make youth efficient farm workers, so that they will have a valuable experience, and farmers as well as parents will be satisfied. You will find many ways of doing this.

Though your responsibilities will vary from farm to farm, the following jobs are almost always performed by the work leader:

Learning thoroughly from the farmer how he wants the job done.

Showing the new workers how to do their job.

Helping to maintain high morale among the youth, and good working relations between youth and farmers.

Maintaining order in the fields as well as on the truck or bus.

Showing youth how to do the job is the most important part of your duties as a work leader. So, when youth are properly selected and know what to do, how to do the job without overfatigue, and learn to respect their "boss"—loafing, "cutting up," and accidents are reduced. The VFV earns more money; the farmer gets more work done.

How Many of These Jobs Will You Do?

What you will do as a work leader will depend on the kind of crop work, the kind of group you are leading, the arrangements with the farmer, and the experience the employer has had in using young people. So before starting out with your group of VFV's, you may want to have the answers to some of the following questions:

- ★ Should I help to find and select youth for the job? ☐
- ★ Should I be responsible for keeping a list of the names, addresses, and telephone numbers, so that the group can be reached quickly? ☐
- ★ Should I get parents' permission for the youth to work, or has that already been arranged by the county farm-labor supervisor? ☐
- ★ Should I get the group together, get them acquainted, give them instruction about the job, where to meet, how to dress, and what kind of lunch to bring? ☐
- ★ Are the working arrangements between the farmer and the youth clear, and do I understand them fully, so that I can explain them to the young workers? ☐
- ★ Do I know where the sanitary facilities are, how pure drinking water will be provided, where the first-aid kit is, and where the nearest physician can be reached? ☐
- ★ Who keeps the work and wage records? What do I need to do about them? ☐
- ★ Do I handle the heavier work in the fields, such as moving ladders and heavy boxes? ☐
- ★ Do I have VFV insurance information and safety bulletins that can be given to all the young workers? ☐